



CITY OF HOUSTON

Job Posting

	PC	CORRECTION	CORRECTION	CORRECTION
1	Applications accepted from:		All PERSONS INTERESTED (MULTIPLE POSITIONS)	
2	Job Classification		LIBRARY SERVICE SPECIALIST	
3	Posting Number		PN# 107044	
4	Department		Library	
5	Division		Central Services	
6	Reporting Location		500 McKinney	
7	Workdays & Hours		Rotating Schedule*	
8				
9	<u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u> Provides reference service and information on library activities, facilities, policies and services to customers in person and by mail, telephone and electronic means. Assists customers in the use of reference sources such as indexes, bibliographies, library catalog, CD-ROM and online databases. May assist in the following: collection development/maintenance, telephone and mail requests for photocopies of newspaper and magazine articles, conducting department/library tours, preparation of bibliographies and user guides. Performs other functions essential to the efficient operation of the library. Requires some evening and weekend (Saturday and Sunday) work.			
10	<u>WORKING CONDITIONS</u> Position requires stooping, bending and lifting library materials up to 20 pounds; pushing loaded book trucks up to 100 pounds. Must be able to move freely throughout the unit to file/retrieve library materials. Must be able to use a computer to access/input information. Must be able to communicate effectively orally and in writing.			
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Bachelor's degree in Library Science or a closely related field.			
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> None.			
13	<u>MINIMUM LICENSE REQUIREMENTS</u> None.			
14	<u>PREFERENCES</u> Texas Drivers License. Customer/Public service experience strongly preferred. Current computer skills including Microsoft Windows and Office (Word, Excel, Access) strongly preferred. Bilingual (Spanish, Chinese, Vietnamese) a plus.			
15	<u>SELECTION/SKILLS TESTS REQUIRED</u> None However, the Department may administer a skill assessment evaluation.			
16	<u>SAFETY IMPACT POSITION</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.			
17	<u>SALARY INFORMATION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div style="text-align: center;">Salary Range - Pay Grade 13 \$965 - 1246 Biweekly \$25,090 - 32,396 Annually</div>			
18	<u>OPENING DATE</u> October 12, 2005			
19	<u>CLOSING DATE</u> November 1, 2005			
20	<u>APPLICATION PROCEDURES</u> Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is 713.837.9496 candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. An equal opportunity employer			